

U.S. Probation Officer

Salary Range (2007 rates): \$42,314 - \$82,740, CL 27/28, Depending on qualifications and experience

Location of position: Southern District of Indiana; Vacancy Announcement #07-03;

Type of Appointment: Full-Time Indefinite; Date opened: June 18, 2007; Closing date: July 9, 2007

Applicants that applied for Vacancy Announcement #07-02, Probation Officer Assistant, will automatically be considered for this position and do not need to re-apply.

The U.S. Probation Office for the Southern District of Indiana is accepting applications for the position of U.S. Probation Officer to conduct investigations, provide sentencing recommendations to the Court, supervise offenders, and perform pretrial duties. If appointed at CL 27, the selected applicant(s) may later be promoted to CL 28 without further competition (see Strongly Preferred Qualifications below). Duty station assignment is at the discretion of the Chief Probation Officer. **More than one position may be filled from this announcement**, however, hiring may be constrained by budgetary considerations.

THE OFFICE: A part of the United States District Court, the United States Probation Office for the Southern District of Indiana assists the Court in both probation and pretrial functions through investigating and supervising individuals charged with or convicted of federal crimes. The Probation Office provides coverage for 60 counties in Southern Indiana. In addition to the headquarters office in Indianapolis, divisional offices are located in Bloomington, Evansville, Muncie, New Albany, and Terre Haute. Two satellite offices are located within Indianapolis.

THE POSITION: Responsibilities include, but are not limited to:

- ◆ Conducts investigations and prepares reports for the Court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record, and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior and determine profit from the offense, restitution, and the offender's ability to pay fines and costs of prosecution, incarceration and cost of supervision. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.
- ◆ Following disclosure of the presentence report, analyzes any objections and determines appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the Court for resolution.
- ◆ Presents presentence reports and sentencing recommendations to the Court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis of factual findings and guideline applications. Serves as resource to the Court to facilitate proper imposition of sentence.
- ◆ Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.
- ◆ Maintains personal contact with offenders through office and community visits and by telephone. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Responsible for detection of substance abuse and through assessment of intervention alternatives refers offender and seeks treatment or violation proceedings as appropriate.
- ◆ Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training.
- ◆ Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.
- ◆ Conducts preliminary interviews and other investigations as required.
- ◆ Maintains a detailed written record of case activity.
- ◆ Performs pretrial duties, including interviews of defendants, preparation of reports, and attendance in Court.
- ◆ Complies with established training and safety standards for carrying firearms.
- ◆ Performs other duties as may be assigned.

REQUIRED EDUCATION/EXPERIENCE: Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, is required for all probation officer positions. Additionally, at least two years of specialized experience, with at least one year equivalent to work at the CL-25, is required to meet the minimum qualifications for this position. Specialized experience includes progressively responsible experience, gained *after* completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

STRONGLY PREFERRED QUALIFICATIONS: At least three years of specialized experience and a master's degree in a closely related field of study. *It is the policy of this district to limit promotion to CL 28 to those incumbents who have, or are actively pursuing, a Master's degree.* Excellent computer knowledge, with experience in the Windows operating environment and WordPerfect preferred, and the ability to type a high volume of material accurately. Ability to communicate orally and in writing. Ability to organize, oversee, and complete multiple projects simultaneously, and with limited supervision. Detail oriented with strong organizational skills. Dependable, with a commitment to regular attendance and the ability to work beyond traditional office hours. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the office's vision, mission and goals.

Travel, and possession of a valid driver's license, is required.

Attendance at the Federal Law Enforcement Training Center in Charleston, South Carolina, for six week training program is mandatory.

BACKGROUND INVESTIGATIONS, DRUG SCREENING, AND MEDICAL REQUIREMENTS: If not already serving as a U.S. Probation/Pretrial Services Officer or Assistant, prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, and following a local background investigation, the selectee may be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. For those already serving as U.S. Probation Officers or Assistants, at the Chief Probation Officer's discretion, drug and/or medical testing may be conducted if, through direct observation or objective evidence, the selectee is unable to perform the essential job functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent re-investigation report completed on behalf of the officer may be examined.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

APPLICATION PROCEDURE: Interested applicants should send a cover letter and completed application to:

ATTN: Personnel - CONFIDENTIAL (#07-03)
U.S. Probation Office
101 U.S. Courthouse
46 East Ohio Street
Indianapolis, IN 46204

Your letter should address your experience relative to the position of U.S. Probation Officer, why you would like to serve in this capacity in the Southern District of Indiana, and how your selection would benefit the district. All references to individual cases should be sanitized and no supplementary material should be submitted. Applications may be obtained from the internet at: <http://www.insp.uscourts.gov/>. To ensure consideration, completed application materials must be postmarked Monday, July 9, 2007.

INFORMATION FOR APPLICANTS: Applicants must be United States citizens or eligible to work in the United States. Submission of false or fraudulent information on or attached to an application may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed. All information is subject to verification. Applications and enclosures will not be returned. The most suitable applicants will be invited to participate in an interview and testing at their own expense. Travel and relocation expenses will not be paid. Due to the volume of applications received, the Probation Office may only be able to communicate with those individuals who will be tested or interviewed. The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.

This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.

Employees of the U.S. Probation Office are Excepted Service and are required to adhere to a Code of Conduct which will be made available for review by applicants upon request. Employment with the U.S. Probation Office is "at will" and is subject to termination by the Court. This position is subject to mandatory electronic deposit of salary payment.

The Southern District of Indiana is an Equal Opportunity Employer